

Public Works Contractor Registration (PWCR)

In an effort to streamline the registration process, we have made improvements to our online registration system. These changes should make the process easier for businesses to meet registration requirements. Please review the links and screen shots below to familiarize yourself with some of the changes that were been made. For any questions and concerns, please send an email to the Public Works Unit email address –

PWContractorRegistrationinfo@dir.ca.gov.

URL to website information: <https://www.dir.ca.gov/Public-Works/PublicWorks.html>

URL to Online Application: <https://mycadir.force.com/registrations/CommunityLogin>

URL to PWCR Search: <https://cadir.force.com/ContractorSearch>

CREATING ACCOUNT

1. **All registrants, whether new or renewing, will need to create a new account to login.** Registrants who are renewing will be able to link their information to a new account, but they must create an account first. Users can create an online account by clicking hyperlink **<create an online account>**.



Login

To apply for your license or registration, you must [create an online account](#). If you handle registrat account.

Your username and password in the old system will not work.

Username / Email Address

Password

2. To create an account, registrants must complete the “Create an Account” form. **The fields marked with an asterisk “*” are required.** Required Fields below: First and Last Name, Email, Password. Once all information has been filled out, you will have to click the box on the bottom right hand side to verify “I’m not a robot”. Then finally, click **<Create Account>**.

Create an Account

Please fill out the following fields to create a new account. Required fields are indicated with an asterisk.

First Name*	Middle Name	Last Name*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email*	Confirm Email*		
<input type="text"/>	<input type="text"/>		
<i>DLSE correspondence for all applications created under this account will be sent to this e-mail address except business license, registration, permit, or certificate (defect letters, renewal notices, exam notices, etc.)</i>			
Title	Phone		
<input type="text"/>	<input type="text"/>		
Address Line 1			
<input type="text"/>			
Address Line 2			
<input type="text"/>			
City / Province	State	Postal Code	Country
<input type="text"/>	CA	<input type="text"/>	United States of America
<i>(Only required for US addresses)</i>			
Please create a password*		Confirm your password*	
<input type="text"/>		<input type="text"/>	
<i>Passwords must be at least 8 characters long and include at least one uppercase, one lowercase, one number and one character: - ! # \$ % + _ < ></i>			
<div><input type="checkbox"/> I'm not a robot</div>			
<div>reCAPTCHA</div>			
<div>Create Account Cancel</div>			

3. To update information on an account, go to the top right hand corner and click on your account name. A drop down box will appear and once it does, click **<Profile>**.

CA.gov

State of California

Department of Industrial Relations

Back to DIR>>

PUBLIC WORKS

Profile

Log Out

Department of Industrial Relations (DIR) | My Registrations

My Dashboard

Select One... New Link Existing Registration

Instructions:

4. On the Profile section you can update any field except for the email. Once you have completed your updates, click **<Update Profile>** to save. If you have a new email, you will need to create a new account. Again, you cannot update your email address.

Profile

The email attached to your account cannot be updated. If your email has changed, you will need to create a new account.

First Name *	Middle Name	
<input type="text" value="Public"/>	<input type="text"/>	
Last Name *	Title	
<input type="text" value="Works"/>	<input type="text"/>	
Email *	Phone	
<input type="text" value="pwtesthb@gmail.com"/>	<input type="text" value="8445226734"/>	
Address Line 1 *		
<input type="text" value="1515 Clay Street"/>		
Address Line 2		
<input type="text" value="Suite 100"/>		
City	State	Zip
<input type="text" value="Sacramento"/>	<input type="text" value="CA"/>	<input type="text" value="95825"/>
<div><input type="button" value="Back"/> <input type="button" value="Update Profile"/> <input type="button" value="Change Password"/></div>		

5. To change password click **<Change Password>** on the Profile page.

Address Line 2		
<input type="text" value="Suite 100"/>		
City	State	Zip
<input type="text" value="Sacramento"/>	<input type="text" value="CA"/>	<input type="text" value="95825"/>
<div><input type="button" value="Back"/> <input type="button" value="Update Profile"/> <input type="button" value="Change Password"/></div>		

6. Type in the required fields, and click **<Update>** to save.

Change Password

Old Password *
<input type="password" value=""/>
New Password *
<input type="password" value=""/>
Confirm Password *
<input type="password" value=""/>
<div><input type="button" value="Update"/> <input type="button" value="Cancel"/></div>

LINKING EXISTING REGISTRATION

1. An account must be created before linking to a registration. If an account has not been created please refer to the “Creating Account” section.
2. Once the account is created, registrants will automatically be logged in and directed to the “My Dashboard” screen where they can link to an existing registration, or create a new registration.
3. If a user has an existing registration with DLSE, they can click the **<Link Existing Registration>** button to transfer over their previous registration information from the legacy system to the new online registration system or link a current registration.
 - a. PLEASE NOTE: if you are doing a Public Works registration that the last bullet point only pertains to Car Wash.

[Department of Industrial Relations \(DIR\)](#): [My Registrations](#)

My Dashboard

Public Works ▼

New

Link Existing Registration

Instructions:

- To transfer an active registration from the old system, click **Link Existing Registration**.
- To start a new application, select from the dropdown menu above and click **New**.
- To revise the existing registration, click **Update**.
- To edit a saved application, click on the registration number. You cannot edit once the application status is "Submitted", "PaymentPending", "In Review", "Expired" or "Renewed".
- To renew an application, click **Renew** (link will be available 90-days before the license expiration date, until the expire date).
- To pay registration fees, click the **Pay Now** link in the Registration # column.
- Car Wash: To complete the registration process, you must print the submitted application or a copy of your email stating your application has been submitted and send it with the [IRS Form 8821](#). Upon receipt of the IRS response, please return to attach the IRS Clearance letter to your application. [IRS form 8821 Instructions](#).

4. Registrants must enter the License Registration Number, Mailing City (indicated on their previous registration), and Registration Type which would be “Public Works”. Your License Registration Number for
- a. Legacy Registration does NOT need the prefix **ONLY the 10-digits** (e.g. 1000002166)

Link Existing Registration

To access your current registration, enter the information below and click search to find and link. Once linked, you can modify your account information, or process renewals. This includes renewal applicants renewing an existing registration.

License Registration Number	<input type="text" value="1000002166"/>
	Enter complete registration, license, permit, or certificate number (e.g., CW-LR-000008582, CW000123456).
Mailing City	<input type="text" value="rancho cordova"/>
	Mailing City must match the mailing city on your current registration, license, permit, or certificate. This field is case sensitive.
Registration Type	<input type="text" value="Public Works"/>

- b. New Registration must include the prefix **“PW-LR-”** before the 10-digits registration numbers. (e.g. PW-LR-1000025793).

[Department of Industrial Relations \(DIR\)](#) | [My Registrations](#) | [Link Registration](#)

Link Existing Registration

To access your current registration, enter the information below and click search to find and link. Once linked, you can modify your account information, or process renewals. This includes renewal applicants renewing an existing registration.

License Registration Number	<input type="text" value="PW-LR-1000025793"/>
	Enter complete registration, license, permit, or certificate number (e.g., CW-LR-000008582, CW000123456).
Mailing City	<input type="text" value="Sacramento"/>
	Mailing City must match the mailing city on your current registration, license, permit, or certificate. This field is case sensitive.
Registration Type	<input type="text" value="Public Works"/>

- c. Next, click **<Search>** to get the results.

5. If there is a current registration application that matches the information entered, the search results will display with a “Link” button. Click **<Link>** to link the application to the legacy system account.

Click the “Link” button to transfer this registration to your new account.

Legal Entity Name	License Registration Number	Action
Public Works Contractor	PW-LR-000025793	<input type="button" value="Link"/>

Showing 1 to 1 of 1 entries

6. Once the registration application is linked to the user's account, you will be redirected to the "My Dashboard" screen and you will be able to renew the application. In order to renew, the date you are registering must be 60-days or less from the registration expiration date ("Renew" link will be located in the "Registration #" column).

My Dashboard

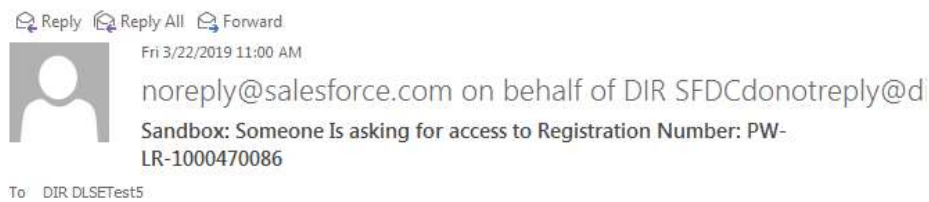
Select One... New Link Existing Registration

Instructions:

- To transfer an active registration from the old system, click **Link Existing Registration**.
- To start a new application, select from the dropdown menu above and click **New**.
- To revise the existing registration, click **Update**.
- To edit a saved application, click on the registration number. You cannot edit once the application status is "Submitted", "PaymentPending", "In Review", "Expired" or "Renewed".
- To renew an application, click **Renew** (link will be available 90-days before the license expiration date, until the expire date).
- To pay registration fees, click the **Pay Now** link in the Registration # column.
- Car Wash: To complete the registration process, you must print the submitted application or a copy of your email stating your application has been submitted and send it with the [IRS Form 8821](#). Upon receipt of the IRS response, please return to attach the IRS Clearance letter to your application. [IRS form 8821 Instructions](#).

Actions	Business Name	Registration #	Registration Type	Submitted Date	Status	Effective Date	Expiration Date	Payment Status	Balance Due	Exam Status
	Contractor Legal Name	PW-LR-1000070086 Update Renew	Public Works	02/08/19	Expired	07/01/17	06/30/18	Paid / No Balance Due	0.00	

7. Other account users may link to an active registrations as well. An email will be sent to the business email requesting access to Registration Number.




You have been requested to grant access to Registration Number: PW-LR-1000470086

Please Follow link below to approve access:

http://uat-cadir.cs32.force.com/AccessApproval/vipform_VIP_FormWizard?id=a02r0000001sE8s

8. It will be up to whomever access the business email to grant permission by clicking on the link, completing the "Access Request" section, and then submit.



ACCESS REQUEST

Registration Number

PW-LR-1000470086

Approved?

--None--

Approved By

Date Approved

mm/dd/yyyy

You must complete all information to submit and grant access to the registration.

Submit

NEW CONTRACTOR REGISTRATION

1. An account must be created before creating a new registration. If account has not been created, please refer to “Creating Account” section. If you already created a contractor registration in the past, go to “Link Existing Registration”.
2. To start a new registration, select “**Public Works**” from the dropdown menu and click **<New>**.

[Department of Industrial Relations \(DIR\)](#) | [My Registrations](#)

My Dashboard

Public Works

Instructions:

- To transfer an active registration from the old system, click **Link Existing Registration**.
- To start a new application, select from the dropdown menu above and click **New**.
- To revise the existing registration, click **Update**.

3. If the system finds active registration(s) associated with your account, a pop-up message will appear. If you understand the terms and would like to continue, select “Yes”.

An active registration linked to your account has been found.

You may be creating a duplicate registration. If you continue, fees will be required and refunds are not permitted. Do you want to proceed?

4. Complete the “Contractor Information” screen. **The fields marked with an asterisk “*” are required.** Each Contractor Legal Entity Type (Corporation, Limited Liability Company, Sole Proprietor, Limited Partnerships, Joint Venture, and General Partnership) will have specific requirements. After you complete the required fields, click **<Next>** to continue to the next page.

In Progress

Contractor Information

Save & Exit **Delete & Exit** **Save**

* indicates a required field

Contractor Information

*** Contractor Legal Name**

Please enter the same business name as is registered with the CA Secretary of State. For sole proprietorship and partnership, the legal entity name must match the full name(s) on driver's license.

*** Contractor Legal Entity**

*** Business Email**

This is a required field if you are submitting online.

CSLB and/or Professional License Number(s)

*** Is a CSLB and/or Professional License Number Required?**

Contractor Trade Name or doing business as (DBA)

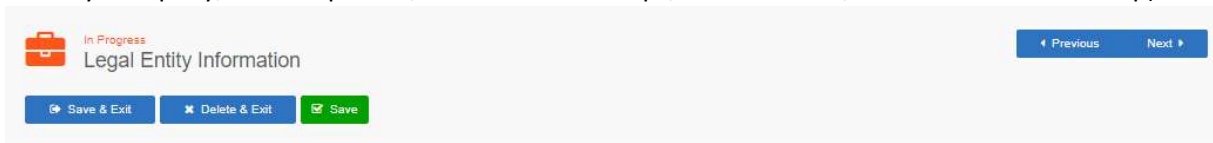
+ Add Trade Name/DBA

Action	Trade Name or DBA	Active
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Save & Exit **Delete & Exit** **Save** **Next >**

- a. Be aware that if you click “**Delete & Exit**” button, the progress of your registration will be deleted and you will have to start over from the beginning if you did not go to the very end and submit the registration.

5. Legal Entity Information has specific requirements for each the Legal Entity Type (Corporation, Limited Liability Company, Sole Proprietor, Limited Partnerships, Joint Venture, and General Partnership).

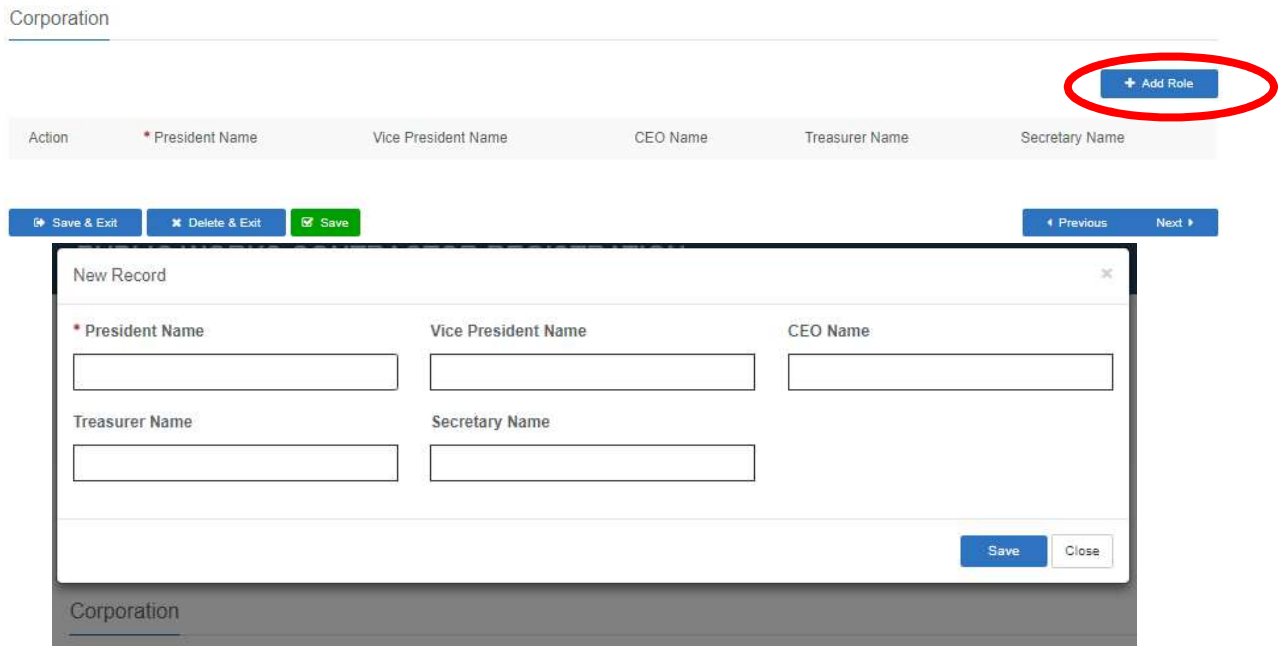


* indicates a required field

a. Corporation

- i. Click **<+ Add Role>** button to add corporate information, President's name is required.

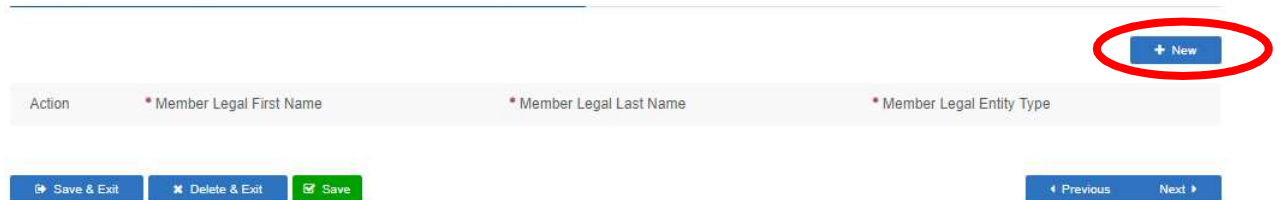
Use the +Add Role button under the Corporation section to add a President. This is required.



b. Limited Liability Company (LLC)

- i. Click **<+ New>** button to add Member(s) Legal Name and Legal Entity Type.

Limited Liability Company Member Names (At Least One Required)



New Record

* Member Legal Name

* Member Legal Entity Type

--None--

Save Close

c. Sole Proprietor

- i. Click **<+ New>** button to add Sole Proprietor's information.

Sole Proprietor

+ New

Action	* First Name	* Last Name	SSN ⓘ	Re-type SSN ⓘ	ITIN ⓘ	Re-type ITIN ⓘ
--------	--------------	-------------	-------	---------------	--------	----------------

Save & Exit Delete & Exit Save Previous Next

New Record

* First Name

* Last Name

SSN

Re-type SSN

ITIN

Re-type ITIN

Save Close

d. Limited Liability Partnership / Limited Partnerships (LLP/LP)

- i. Click **<+ New>** button to add Partner(s) Legal Name and Legal Entity Type.

General Partner Names (At Least One Required)

+ New

Action	* Partner Legal Name	* Partner Legal Entity Type
--------	----------------------	-----------------------------

Save & Exit Delete & Exit Save Previous Next

New Record

* Partner Legal Name

* Partner Legal Entity Type

--None--

Save Close

* indicates a required field

General Partner Names (At Least One Required)

e. Joint Venture

- Click **<+ New>** button to add to Joint Venture Partner(s) Legal Name and Legal Entity Type.
- At least two Joint Venture Partner Names is required

* indicates a required field

Joint Venture Partner Names (At Least Two Required)

+ New

Action * Joint Venture Partner Legal Name * Joint Venture Partner Legal Entity Type

Save & Exit Delete & Exit Save Previous Next

New Record

* Joint Venture Partner Legal Name

* Joint Venture Partner Legal Entity Type

--None--

Save Close

* indicates a required field

Joint Venture Partner Names (At Least Two Required)

f. General Partnership

- Click **<+ New>** button to add to Partner(s) Legal Name and Legal Entity Type.

* indicates a required field

Partner Names (At Least Two Required)

+ New

Action * Partner Legal Name * Partner Legal Entity Type

Save & Exit Delete & Exit Save Previous Next

New Record

* Partner Legal Name

* Partner Legal Entity Type

--None--

Save

Close

* Indicates a required field

Partner Names (At Least Two Required)

6. Agent for Service

- This selection may NOT apply to all Entity Type. Agent for Service is required for the following Entity Types: Corporation, LLC, and LLP/LP.
- All fields with an asterisk "*" must be completed, click **<Next>** to continue to the next page.



[Save & Exit](#)
[Delete & Exit](#)
[Save](#)

Agent of Service

[+ Add Agent](#)

Action	* Agent of Service Name	* Street Address	* Mailing City / Province	* Mailing State	* Mailing Postal Code
--------	-------------------------	------------------	---------------------------	-----------------	-----------------------

The agent of service is the person or legal entity that will be notified if the business is named in a lawsuit. The agent of service is on record with the California Secretary of State.

[Save & Exit](#)
[Delete & Exit](#)
[Save](#)

[Previous](#)
[Next](#)

New Record

* Agent of Service Name

* Street Address

* Mailing City / Province

* Mailing State

CA

* Mailing Postal Code

Save

Close

7. Contractor Address

- a. All fields with an asterisk "*" must be completed, click <Next> to continue to the next page.

 In Progress
Contractor Address

 Save & Exit

 Delete & Exit

 Save

* indicates a required field

Contractor Physical Address

* Street Address

County

* City

* State

* Zip Code

* Country

☐ Mailing Address Same as Physical

Contractor Mailing Address

* Street Address

County

* City

* State

* Zip Code

* Country

 Save & Exit

 Delete & Exit

 Save

 Previous

 Next 

8. Crafts or Classification

- a. Please select at least one craft or classification that your company performs, click <Next> to continue.

 In Progress
Crafts

Please select at least 1 craft

☐ Asbestos

☐ Boilermaker-Blacksmith

☐ Bricklayer/Brick Tender

☐ Carpenter

☐ Carpet, Linoleum, Resilient Tile Layer

☐ Cement Mason

☐ Consultant

☐ Driver (On/Off Hauling)

☐ Drywall Installer/Lather/Finisher

☐ Electrical Utility

☐ Electrician

☐ Elevator Constructor

☐ Field Surveyor

☐ General Building

☐ General Engineering

☐ Glazier

☐ Inspector/Field Soils, Material Tester

☐ Iron Worker

☐ Laborer

☐ Landscape

☐ Marble Mason/Finisher

☐ Operating Engineer

☐ Painter

☐ Parking/Highway/Improvement

☐ Plasterer/Tender

☐ Plumber

☐ Roofing

☐ Sheet Metal Worker

☐ Stator Rewinder

☐ Teamster

☐ Terrazzo Worker/Finisher

☐ Tile Setter/Finisher

☐ Water Well Driller

 Save & Exit

 Delete & Exit


 Save

 Previous

 Next 

9. Worker's Compensation

- a. All fields with an asterisk "*" must be completed, click **<Next>** to continue.

 **Workers Compensation**

[Save & Exit](#) [Delete & Exit](#) [Save](#)

* indicates a required field

Workers Compensation

* Do you lease employees through a Professional Employer Organization (PEO)?

--None--

A PEO is a firm that contracts with employers to provide services that include human resources, payroll and employee benefits.

Please provide your current workers' compensation insurance information below:


* Workers' Compensation Selection

--None--

[Save & Exit](#) [Delete & Exit](#) [Save](#) [Previous](#) [Next](#)

9. Contractor Certification

- a. Contractor must answer the following questions with an asterisk "*", click **<Next>** to continue.

 **Contractor Certification** [Previous](#) [Next](#)

[Save & Exit](#) [Delete & Exit](#) [Save](#)

* indicates a required field

Contractor Certification

Liability Certification

* I certify that I do not have any delinquent liability to an employee or the state for any assessment of back wages or related damages, interest, fines, or penalties pursuant to any final judgment, order, or determination by a court or any federal, state, or local administrative agency, including a confirmed arbitration award.

--None--

Debarment Certification

* I certify that the contractor is not currently debarred under Section 1777.1 or under any other federal or state law providing for the debarment of contractors from public works.

--None--

CSLB Certification

* I certify that one of the following is true: (1) I am licensed by the Contractors State License Board (CSLB) in accordance with Chapter 9 (commencing with Section 7000) of the Business and Professions Code; or (2) my business or trade is not subject to licensing by the CSLB.

--None--


* I understand refunds are not authorized.

--None--

[Save & Exit](#) [Delete & Exit](#) [Save](#) [Previous](#) [Next](#)

10. Lapse in Registration

- a. Contractor must answer the following question with an asterisk "*", click <Next> to continue.

 In Progress

Lapse in Registration

Save & Exit

Delete & Exit

Save

Previous

Next

California law requires all contractors to register with DIR prior to bidding, being listed on a bid proposal, being awarded or engaging in the performance of any public work contract on or after January 1, 2018. Have you ever bid, been listed on a bid proposal, been awarded or worked on a public works project without first registering with DIR between the period below?

From: January 1, 2018 To: March 8, 2019

* Lapse in Registration

--None--

At the end of the registration process, you must certify that the information provided is true and accurate. If during an investigation, the information provided is found to be incorrect, a citation may be issued, or you could be disqualified from future registrations, or both.

Save & Exit

Delete & Exit


Save

Previous

Next

11. Registration Periods

- a. Contractor can register up to three fiscal years at a time and can select any increments. (eg. 1 year, 2 years, or 3 years) , click <Next> to continue.

 In Progress

Registration Period

Save & Exit

Delete & Exit

Save

Previous

Next

1: Registration valid today – June 30, 2019 (\$400)
2: Registration valid today – June 30, 2020 (\$800)
3: Registration valid today – June 30, 2021 (\$1,200)

* Registration Period(s)

--None--

You can register for one, two, or three registration periods.

Save & Exit

Delete & Exit

Save

Previous

Next

12. Penalty of Perjury

- a. All fields with an asterisk "*" are must be completed, click <Next> to continue.

In Progress
Penalty of Perjury

Save & Exit Delete & Exit Save

Penalty of Perjury

Carefully review all content entered into the application. You may edit your information by clicking on each section heading in the top navigation menu.

You are required to provide your full name, title, and agreement under penalty of perjury that all information entered is true and correct.

* First Name Middle Name * Last Name

* Title/Company Position

☐ I certify that I have the authority to act for and on behalf of the contractor named in this registration. I certify under penalty of perjury that all of the information provided is true and correct. I further acknowledge that any untruthful information provided in this application could result in the registration being canceled.*

Save & Exit Delete & Exit Save

Previous **Next**

13. Penalty of Perjury Statement

- a. Penalty Perjury Statement will appear, review the statement if you agree, click <Next> to continue.

In Progress
Penalty of Perjury Statement

Save & Exit Delete & Exit Save

Penalty of Perjury

I, , the undersigned, am , Contractor Legal Name with the authority to act for and on behalf of the above named contractor. I certify under penalty of perjury that all of the above information provided is true and correct. I further acknowledge that any untruthful information provided in this application could result in the certification being canceled.

Date

2/8/2019

Save & Exit Delete & Exit Save

Previous **Next**

14. Payment Method


- a. Each selection (Contractor Information, Legal Entity Information, Agent for Service, Contractor Address, Crafts, Workers Compensation, Contractor Certification, Lapse in Registration, Registration Periods, Penalty of Perjury, and Penalty of Perjury Statement) with an asterisk "*" fields must be completely filled out in order for you to be able to click the "Submit" button.

- b. If you recieved the following message:

"You are not ready to submit. This is because you have not completed all required information. Or have answered the Contractor Certification information that prevents you from registering with Public Works.

Please review all information that has been entered."

You must go throught the previous pages and review the required fields.

 In Progress
Payment Method

[Save & Exit](#) [Delete & Exit](#) [Save](#)

You are not ready to submit. This is because you have not completed all required information. Or have answered the Contractor Certification information that prevents you from registering with Public Works.

Please review all information that has been entered.

[Save & Exit](#) [Delete & Exit](#) [Save](#)

[← Previous](#)

- c. If the system accepts the online registration, you can complete the registration process by making payment by either check/ACH or credit card for registration submitted online. Please Note, there is no online payment method available to those who submit a paper application. Paper applications, must mail their registration along with a cashier's check or money order made **payable to Division of Labor Standards Enforcement to the address: PO Box 511215, Los Angeles, CA 90051-3013**. Please include the contractor registration number on the check.

- i. All fields with an asterisk “*” are must be completed, click **<Submit>** to continue.

Payment Method

*** Payment Method**

*** Ready to Complete Payment?**

Payment Type

Check/ACH

Check/ACH

Credit

Submit

Previous

Save & Exit **Delete & Exit** **Save**

Save & Exit **Delete & Exit** **Save**

Return to home

Registrations will not be active unless payment has been paid in full. Following the submission you will be able to immediately pay your fees due. If this is not complete within 7 days you will be required to enter all information again.

15. After the registration has been submitted, click **<Return to home>** to get to the “My Dashboard” screen to continue with payment.

Thank you for submitting your registration. Your Registration will not be active until you have paid all of the required fees.

Registration Effective Date: 07/01/19

Number of Years: 1

Expiration Date: 06/30/19

Return to home

16. CREDIT CARD PAYMENT

- a. On "My Dashboard" click **<Pay Now>** for to pay for registration.

My Dashboard

Select One... [New](#) [Link Existing Registration](#)

Instructions:

- To transfer an active registration from the old system, click **Link Existing Registration**.
- To start a new application, select from the dropdown menu above and click **New**.
- To revise the existing registration, click **Update**.
- To edit a saved application, click on the registration number. You cannot edit once the application status is "Submitted", "PaymentPending", "In Review", "Expired" or "Renewed".
- To renew an application, click **Renew** (link will be available 90-days before the license expiration date, until the expire date).
- To pay registration fees, click the **Pay Now** link in the Registration # column.
- Car Wash: To complete the registration process, you must print the submitted application or a copy of your email stating your application has been submitted and send it with the [IRS Form 8821](#). Upon receipt of the IRS response, please return to attach the IRS Clearance letter to your application. [IRS form 8821 Instructions](#).

Actions	Business Name	Registration #	Registration Type	Submitted Date	Status	Effective Date	Expiration Date	Payment Status	Balance Due	Exam Status
Email a Copy	Contractor Legal Name	PW-LR-1000026267 Pay Now	Public Works	02/08/19	Pending Payment	07/01/19	06/30/19	Not Paid	400.00	

- b. Click on **<Enter Payment Info>** to input Credit Card information.

Select Payment

Total amount due: **\$400.00**

Itemized fees:

Fees and Penalties are non-refundable.
Contractor Registration Fee(s). Year(s) x
\$400.00. **\$400.00**

Payment Type

Credit Card

Enter Payment Info

Cancel / Exit

c. Submit Payment – Pay Credit

- i. The system accepts VISA, Mastercard, American Express or Discover.
- ii. All fields with an asterisk “*” must be completed, click <Next> to continue.

Submit Payment - Pay Credit

Payment Method		
<div>Credit Card</div>		
Card Type*		
<div>--None--</div>		
Card Number*		
<div></div>		
Security Code*		
<div></div>		
Expiration Month*		
<div></div>		
Expiration Year*		
<div></div>		
First Name*		
<div></div>		
Last Name*		
<div></div>		
Phone*		
<div></div>		
Email*		
<div>pwtesthb@gmail.com</div>		
Company		
<div></div>		
Address*		
<div></div>		
Address Line 2		
<div></div>		
City*	State*	ZIP*
<div></div>	<div>--None--</div>	<div></div>
Country*		
<div>United States</div>		
<div>Cancel Payment</div>		
<div>Next</div>		

d. Confirm & Submit Pay Credit

- i. Review information, if accurate click **<Confirm & Submit Payment>** to finalize the registration process.

Confirm & Submit Pay Credit

Total Amount Due
\$400.00

Card Number
*****1111

Security Code

Expiration Date

Name
CC Last

Phone
(916) 263-1811

Email
pwtesthb@gmail.com

Company

Address
1515 Clay Street
Address Line 2

City
Sacramento

State
California

Postal Code
95825

Country
United States

[Back](#) [Cancel Payment](#) [Confirm & Submit Payment](#)

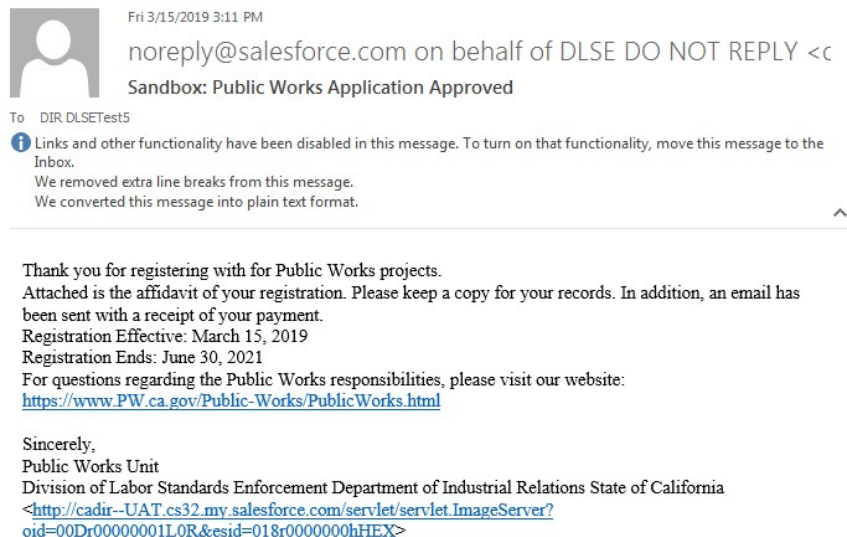
This transaction may take up to 1 minute to process. Please be patient.

17. CHECK / ACH PAYMENT

- a. If you select Check/ACH, then then a copy of your registration will be emailed to you after your submission. Please include a copy of your registration along with the check payment and mail to the following address:

State of California, Department of Industrial Relations
Public Works Contractor Registration Unit,
P.O. Box 511215, Los Angeles, California 90051-3013.

- b. Your registration will not be active until the payment has been received and processed. This may take up to 8 weeks.



RENEWING A REGISTRATION

1. To renew, login to account.

CA.GOV State of California
Department of Industrial Relations

Login

To apply for your license or registration, you must [create an online account](#). If you handle registration please create only one user account.

Your username and password in the old system will not work.

Username / Email Address

Password

Login Forgot Your Password?

2. Once you login, you will be directed to “My Dashboard” and there will be a green “Renew” button if renewal is available. Click **<Renew>** to start the renewal process.

My Dashboard

Select One... [New](#) [Link Existing Registration](#)

Instructions:

- To transfer an active registration from the old system, click **Link Existing Registration**.
- To start a new application, select from the dropdown menu above and click **New**.
- To revise the existing registration, click **Update**.
- To edit a saved application, click on the registration number. You cannot edit once the application status is "Submitted", "Payment Pending", "In Review", "Expired" or "Renewed".
- To renew an application, click **Renew** (link will be available 90-days before the license expiration date, until the expire date).
- To pay registration fees, click the **Pay Now** link in the Registration # column.
- Car Wash: To complete the registration process, you must print the submitted application or a copy of your email stating your application has been submitted and send it with the [IRS Form 8821](#). Upon receipt of the IRS response, please return to attach the IRS Clearance letter to your application. [IRS form 8821 Instructions](#).


Actions	Business Name	Registration #	Registration Type	Submitted Date	Status	Effective Date	Expiration Date	Payment Status	Balance Due	Exam Status
	Contractor Legal Name	PW-LR-1000026267 Update Renew	Public Works	02/08/19	Expired	07/01/17	06/30/18	Paid / No Balance Due	0.00	

3. For the renewal registration, please review all information that auto generates from the prior year registration and updated required fields.
 - a. Please Note: To make changes to grammatical or spelling errors of your business name, you can email us PWContractorRegistrationinfo@dir.ca.gov
 - b. However, you cannot change / edit your company name if it is a change in legal entity. You must create a new registration for any new legal entity and / or changes to your business name.
4. For clarification on legal name changes or additional questions, email PWContractorRegistrationinfo@dir.ca.gov.
5. Payment Method
 - a. Each selection (Contractor Information, Legal Entity Information, Contractor Address, Craft, Worker's Compensation, Contractor Certification, Lapse in Registration, Registration Periods, Penalty of Perjury, and Penalty of Perjury Statement) with an asterisk "*" fields must be completely filled out to get the "Submit" button.

You must go through the previous pages and review the required fields if you received the following message:

"You are not ready to submit. This is because you have not completed all required information. Or have answered the Contractor Certification information that prevents you from registering with Public Works."

Please review all information that has been entered."

 In Progress
Payment Method

[Save & Exit](#) [Delete & Exit](#) [Save](#)

You are not ready to submit. This is because you have not completed all required information. Or have answered the Contractor Certification information that prevents you from registering with Public Works.

Please review all information that has been entered.

[Save & Exit](#) [Delete & Exit](#) [Save](#)

[Previous](#)

- b. If the system accepts the online registration you can make payment by either via check/ACH or credit card for registrations submitted online. There is no online payment method available to those who submit a paper application. Paper applications, must mail their registration along with a cashier's check or money order made payable to Division of Labor Standards Enforcement.
- i. All fields with an asterisk "*" are must be completed, click **<Submit>** to continue.

[Department of Industrial Relations \(DIR\)](#) My Registrations

My Dashboard

Select One...

New

Link Existing Registration

Instructions:

- To transfer an active registration from the old system, click **Link Existing Registration**.
- To start a new application, select from the dropdown menu above and click **New**.
- To revise the existing registration, click **Update**.
- To edit a saved application, click on the registration number. You cannot edit once the application status is "Submitted", "PaymentPending", "In Review", "Expired" or "Renewed".
- To renew an application, click **Renew** (link will be available 90-days before the license expiration date, until the expire date).
- To pay registration fees, click the **Pay Now** link in the Registration # column.
- Car Wash: To complete the registration process, you must print the submitted application or a copy of your email stating your application has been submitted and send it with the [IRS Form 8821](#). Upon receipt of the IRS response, please return to attach the IRS Clearance letter to your application. [IRS form 8821 Instructions](#).

Actions	Business Name	Registration #	Registration Type	Submitted Date	Status	Effective Date	Expiration Date	Payment Status	Balance Due	Exam Status
Email a Copy	Corporation	PW-LR-1000026282 Update Pay Now	Public Works	02/11/19	Pending Payment			Not Paid	400.00	
	Contractor Legal Name	PW-LR-1000026267 Update Renew	Public Works	02/08/19	Expired	07/01/17	06/30/18	Paid / No Balance Due	0.00	

Payment Type

Check/ACH

Check/ACH

Credit

6. After registration has been submitted, click **<Return to home>** to get to "My Dashboard" to continue with payment.

Thank you for submitting your registration. Your Registration will not be active until you have paid all of the required fees.

Registration Effective Date: 07/01/19

Number of Years: 1

Expiration Date: 06/30/19

[Return to home](#)

7. CREDIT CARD PAYMENT

- a. On "My Dashboard" click **<Pay Now>** for to pay for registration.
My Dashboard

Select One...

Instructions:

- To transfer an active registration from the old system, click **Link Existing Registration**.
- To start a new application, select from the dropdown menu above and click **New**.
- To revise the existing registration, click **Update**.
- To edit a saved application, click on the registration number. You cannot edit once the application status is "Submitted", "PaymentPending", "In Review", "Expired" or "Renewed".
- To renew an application, click **Renew** (link will be available 90-days before the license expiration date, until the expire date).
- To pay registration fees, click the **Pay Now** link in the Registration # column.
- Car Wash: To complete the registration process, you must print the submitted application or a copy of your email stating your application has been submitted and send it with the [IRS Form 8821](#). Upon receipt of the IRS response, please return to attach the IRS Clearance letter to your application. [IRS form 8821 Instructions](#).

Actions	Business Name	Registration #	Registration Type	Submitted Date	Status	Effective Date	Expiration Date	Payment Status	Balance Due	Exam Status
Email a Copy	Corporation	PW-LR-1000026282 Update Pay Now	Public Works	02/11/19	Pending Payment			Not Paid	400.00	

- b. Click on **<Enter Payment Info>** to input Credit Card information.

Select Payment

Total amount due: **\$400.00**

Itemized fees:

Fees and Penalties are non-refundable.
Contractor Registration Fee(s). Year(s) x
\$400.00. **\$400.00**

Payment Type

Credit Card

Enter Payment Info

Cancel / Exit

c. Submit Payment – Pay Credit

- i. The system accepts VISA, Mastercard, American Express or Discover.
- ii. All fields with an asterisk “*” are must be completed, click <Next> to continue.

Submit Payment - Pay Credit

Payment Method		
<div>Credit Card</div>		
Card Type*		
<div>--None--</div>		
Card Number*		
<div></div>		
Security Code*		
<div></div>		
Expiration Month*		
<div></div>		
Expiration Year*		
<div></div>		
First Name*		
<div></div>		
Last Name*		
<div></div>		
Phone*		
<div></div>		
Email*		
<div>pwtesthb@gmail.com</div>		
Company		
<div></div>		
Address*		
<div></div>		
Address Line 2		
<div></div>		
City*	State*	ZIP*
<div></div>	<div>--None--</div>	<div></div>
Country*		
<div>United States</div>		
<div>Cancel Payment</div>		
<div>Next</div>		

d. Confirm & Submit Pay Credit

- i. Review information, if accurate click **<Confirm & Submit Payment>** to finalize the registration process.

Confirm & Submit Pay Credit

Total Amount Due
\$400.00

Card Number
*****1111

Security Code

Expiration Date

Name
CC Last

Phone
(916) 263-1811

Email
pwtesthb@gmail.com

Company

Address
1515 Clay Street

Address Line 2

City
Sacramento

State
California

Postal Code
95825

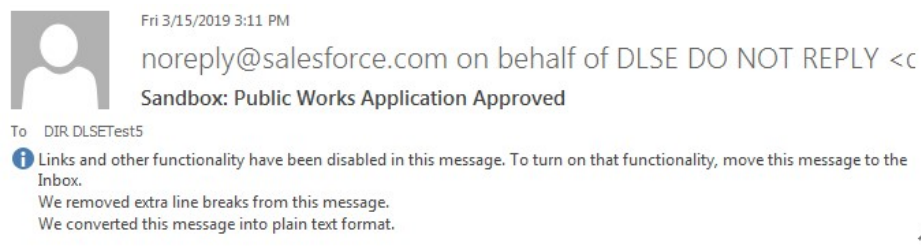
Country
United States

[Back](#) [Cancel Payment](#) [Confirm & Submit Payment](#)

This transaction may take up to 1 minute to process. Please be patient.

8. CHECK / ACH PAYMENT

- a. If Check/ACH is selected then after submissions then a copy of your registration will be emailed. Please include a copy of your registration along with the check and mail to the following address:
State of California, Department of Industrial Relations
Public Works Contractor Registration Unit,
P.O. Box 511215, Los Angeles, California 90051-3013.
- b. Please note, your registration will not be active until the payment has been received and processed. This may take up to 8 weeks.



Thank you for registering with for Public Works projects.
Attached is the affidavit of your registration. Please keep a copy for your records. In addition, an email has been sent with a receipt of your payment.
Registration Effective: March 15, 2019
Registration Ends: June 30, 2021
For questions regarding the Public Works responsibilities, please visit our website:
<https://www.PW.ca.gov/Public-Works/PublicWorks.html>

Sincerely,
Public Works Unit
Division of Labor Standards Enforcement Department of Industrial Relations State of California
<<http://cadir--UAT.cs32.my.salesforce.com/servlet/servlet.ImageServer?oid=00Dr00000001L0R&esid=018r0000000hHEX>>

PUBLIC WORKS CONTRACTOR REGISTRATION SEARCH

URL to PWCR Search: <https://cadir.cs32.force.com/ContractorSearch/> (website to be updated)

1. Search contractor registration by entering at least one criteria to display registered public works contractor(s) matching your selections. Searchable criterias: Legal name, PWCR, CLSB #, DBA, Dates, County, and City.
Click **<Search>** once a searchable criteria is inputed.
 - a. Craft filters can be added as long as there is at least one search criteria.
 - b. Search results will display all of the public works contractor registrations, both current and expired.



Public Works Contractor(PWC) Registration Search

Enter atleast one criteria to display registered public works contractor(s) matching your selections.

Note: Search results will display all of the public works contractor registrations, both current and expired. Make sure a proper registration fiscal year is selected when performing a search.

Input Label: Legal name, CSLB number, DBA, Registration number

From Date: mm / dd / yyyy

To Date: mm / dd / yyyy

County:

City:

Search **Reset**

Crafts (Select all that apply)

- ☐ Asbestos
- ☐ Boilermaker-Blacksmith
- ☐ Bricklayer/Brick Tender

Registrations

Search Results:

Print PDF **Export**

Previous **Next**

Add all to my list **My List (0)**

2. To view more information on the registration click on **<View Details>** and a new tab will open.

Crafts (Select all that apply)

- ☐ Asbestos
- ☐ Boilermaker-Blacksmith
- ☐ Bricklayer/Brick Tender
- ☒ Carpenter
- ☐ Carpet, Linoleum, Resilient Tile Layer
- ☐ Cement Mason
- ☐ Consultant
- ☐ Driver (On / Off Hauling)
- ☐ Drywall
- ☐ Installer/Lather/Finisher
- ☐ Electrical Utility
- ☐ Electrical Utility
- ☐ Electrician
- ☐ Elevator Constructor
- ☐ Field Surveyor
- ☐ General Building

Registrations

Search Results: 3 found

Print PDF **Export**

DIR Test

View Details **+ Add to My List**

Registration History

Effective Date	Expiration Date

Detail:

Registration Number: PW-LR-000025657

CSLB Number:

Status: Active

Mailing Address: 2031 Howe Ave Suite 100
sacramento
CA 90032

Craft: Boilermaker-Blacksmith;Bricklayer/Brick Tender;Carpenter;Carpet, Linoleum, Resilient Tile Layer;Cement Mason;Drywall Installer/Lather/Finisher

Email: ptsan@dir.ca.gov

DBA

Name	Status
Test DBA	Active

3. To "Print PDF" or "Export" registration record must be added to "My List". All registrations found can be add to my list or a single registrations can be added by click **<Add all to my list>** or **<+ Add to My List>**.

Crafts (Select all that apply)

- ☐ Asbestos
- ☐ Boltermaker-Blacksmith
- ☐ Bricklayer/Brick Tender
- ☒ Carpenter
- ☐ Carpet, Linoleum, Resilient Tile Layer
- ☐ Cement Mason
- ☐ Consultant
- ☐ Driver (On/Off Hauling)
- ☐ Drywall
- ☐ Installer/Lather/Finisher
- ☐ Electrical Utility
- ☐ Electrician
- ☐ Elevator Constructor
- ☐ Field Surveyor
- ☐ General Building

Registrations
Search Results: 3 found

Print PDF Export

DIR Test

Detail:

Registration Number: PW-LR-000025657

CSLB Number:

Status: Active

Mailing Address: 2031 Howe Ave Suite 100
sacramento
CA 90032

Crafts: Boltermaker-Blacksmith;Bricklayer/Brick Tender;Carpenter;Carpet, Linoleum, Resilient Tile Layer;Cement Mason;Drywall Installer/Lather/Finisher

Email: ptsan@dlr.ca.gov

DBA

Name Status

Test DBA Active

Registration History

Effective Date Expiration Date

Previous Next

Add all to my list My List (0)

View Details Add to My List

4. Once there are registration records in “My List” click either **<Print PDF>** or **<Export>**. The “Export” will be in an MS Excel Worksheet.

Crafts (Select all that apply)

- ☐ Asbestos
- ☐ Boltermaker-Blacksmith
- ☐ Bricklayer/Brick Tender
- ☒ Carpenter
- ☐ Carpet, Linoleum, Resilient Tile Layer
- ☐ Cement Mason
- ☐ Consultant
- ☐ Driver (On/Off Hauling)
- ☐ Drywall
- ☐ Installer/Lather/Finisher
- ☐ Electrical Utility
- ☐ Electrician
- ☐ Elevator Constructor
- ☐ Field Surveyor
- ☐ General Building
- ☐ General Engineering
- ☐ Glazier
- ☐ Inspector/Field
- ☐ Soils,Material Tester
- ☐ Iron Worker
- ☐ Laborer
- ☐ Landscape
- ☐ Marble Mason/Finisher
- ☐ Operating Engineer
- ☐ Painter

Registrations
Search Results: 3 found

Print PDF Export

DIR Test

Detail:

Registration Number: PW-LR-000025657

CSLB Number:

Status: Active

Mailing Address: 2031 Howe Ave Suite 100
sacramento
CA 90032

Crafts: Boltermaker-Blacksmith;Bricklayer/Brick Tender;Carpenter;Carpet, Linoleum, Resilient Tile Layer;Cement Mason;Drywall Installer/Lather/Finisher

Email: ptsan@dlr.ca.gov

DBA

Name Status

Test DBA Active

Registration History

Effective Date Expiration Date

Previous Next

Add all to my list My List (3)

View Details Remove from My List

Term Options May 1 - July 1 - review

Detail:

Registration Number: PW-LR-000025867

CSLB Number:

Status: Active

Mailing Address: 2031 Howe Ave Suite 100
sacramento
CA 95825

Crafts: Asbestos;Boltermaker-Blacksmith;Bricklayer/Brick Tender;Carpenter;Carpet, Linoleum, Resilient Tile Layer;Cement Mason;Consultant;Driver (On/Off Hauling);Drywall Installer/Lather/Finisher;Electrical Utility;Electrical

Registration History

Effective Date Expiration Date

7/1/2019 6/30/2021

View Details Remove from My List

5. The URLs of the search results and details tab can be copy and that would save that particular search criteria fields.

If you encounter any error messages, please take a screen shot of the error and send to PWContractorRegistrationinfo@dir.ca.gov